

**MINUTES OF THE
HANOVER BOROUGH COUNCIL WORKSHOP/
FINANCE & PERSONNEL COMMITTEE MEETING**

January 20, 2021

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, January 20, 2021 at 7:00 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

Attendance: On roll call, the following answered as present: Mr. Chesney (virtual), Mrs. Funk, Mr. Hegberg, Mr. Hoover (virtual), Mr. Kress, Mr. Lockard, Ms. Pranses (virtual), Mr. Reichart (phone), Mr. Roland and Dr. Rupp; Solicitor Shultis, and Mayor Whitman; and Staff Members Manager Dunford, Secretary Felix, Planning & Engineering Director Mains (virtual), Finance Director Miller (virtual), Interim Library Director Moul and Solicitor Shultis.

Public Comment: None was presented.

CONSENT AGENDA

It was moved by Mrs. Funk, seconded by Mr. Hegberg to approve the following items on the Consent Agenda:

- a. Minutes: Approval of Minutes of December 16, 2020
- b. Finance Reports:
 - i. Approve Bills for Payment
 - ii. Accept Monthly Financial Statement
 - iii. Accept Report of Monthly Investments
- c. Water Service Agreement: Approve Agreement for High Pointe at Rojen Farms
- d. Special Event Permit Applications
 - i. Snacktown Brewfest - October 30, 2021 at Good Field
 - ii. Snacktown Street Festival (*previously Dutch Festival*) - Sept.18, 2021 (downtown)
- e. Current and Prior Years Tax Liens and Exonerations: Ratify Mayor's action to exonerate the Tax Collector from further collection of delinquent taxes that will be referred to York County Tax Claim Bureau for lien

On roll call, the following voted in favor of the motion: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

PRESENTATION

Proposed New Zoning Ordinance – Planning & Engineering Director Mains explained that the zoning ordinance is meant to be something that is adjusted from time to time as changes occur over the years in the community, i.e., land use patterns, etc. Land uses were pointed at consistency with those of Penn Township and organized in a new format. A parcel based zoning map is being created.

Some highlights of the proposed updates include short-term rentals, which would include bed and breakfasts and temporary vacation rentals; no impact home-based businesses permitted in residential districts, landscaping, lighting, updated definitions, and preservation of the downtown business district and an overall complete reformatted ordinance that will be easier for the public to use. Future efforts will incorporate online GIS Borough mapping to allow users to interactively research parcels to determine zoning.

There will be a public meeting in February of the Planning Commission to address the new ordinance, and then the ordinance will be presented to Hanover Borough Council. A March – April time period is expected for implementation.

Dr. Rupp thanked Mr. Mains for his presentation and looks forward to more details in the future. She asked if there were any questions.

Ms. Pranses asked if was originally intended to be a joint zoning ordinance and zoning map with Penn Township.

Mr. Hegberg noted some areas were coordinated with Penn Township; others were not.

Mr. Roland asked if it will be coordinated with the York County GIS system; Mr. Main responded that it will not, since Hanover Borough already has a full GIS system that will be utilized. It will be placed on the website after approval takes place, but our GIS has a live link into the York County System.

Mr. Chesney would like to see the approval hold to the April date and not be extended, as it has been a very lengthy endeavor and he noted he supports preserving commercial uses on the first floor in the downtown.

Dr. Rupp thanked Mr. Mains and the Planning Commission for all of their hard work.

FINANCE, PERSONNEL AND ADMINISTRATION

Library: Manager Dunford explained the background of Borough Council's request for information and data regarding the proposed reduction of library staff as a means to cut costs. A detailed description of the daily activities of all staff and data about Library usage was provided. During the pandemic, the library has played a significant role in the lives of residents, including children, jobseekers and students. The proposed furlough would include 8 part time employees from February 1, 2021 through May 31, 2021 and would result in a savings of approximately \$25,500. The library has already been without a director and custodian which will extend until May 31, 2021, which results in a savings of \$73,000.

There was discussion about library, staffing, duties, attendance and statistics.

Library Board President Steve Sherman stated his understanding of Council's desire to cut costs. He noted that library fundraising has not been able to happen this year to help offset costs, but that the transfer of the Endowment Fund to the Library Association has increased contributions to the Borough of approximately \$70,000+ per year.

Mr. Hegberg stated his concern of other municipalities that utilize the library are lacking in contributions for their annual fair share of costs.

After discussion, it was moved by Mrs. Funk, seconded by Mr. Lockard to approve the furlough of eight part-time library employees from February 1, 2021 to May 31, 2021. On roll call, the following voted in favor of the motion: Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Mr. Reichart, Mr. Roland and Dr. Rupp. Mr. Chesney and Ms. Pranses voted in opposition to the motion. The motion passed with 8 voting in favor of the motion and 2 voting in opposition to the motion. Motion carried.

2022 Budget Process: Manager Dunford outlined the 2021 budget process, and recommended the following considerations for 2022 budget process:

- Finalize best practice financial policies
- Council approval of end of year and quarterly financial status reports
- Segregation of legal, engineering and IT expenses for reporting and management
- Budget calendar presented to Council in second quarter of the year
- Capital planning will begin in June of 2021.

Manager Dunford asked for discussion and comment on the above items.

Dr. Rupp commended staff on the 2021 budget process. Mr. Hegberg asked for a more comprehensive and understandable format such as the Borough of Carlisle provides. Mr. Chesney commended Finance Director Miller on an excellent job on the budget

presentations which have improved substantially over the past few years. Dr. Rupp encouraged all to take a look at other municipalities to use as models for comparison.

Finance Director Miller thanked Mr. Chesney for his comments, and noted the biggest hurdle for a comprehensive budget package is the need of software. He is looking at various software programs to improve the budgeting system and process, at a potential cost of \$15,000 for a cloud-based platform annually.

President Reichart supported the effort for new technology and proposals for the budgeting process.

Financial Policies: Manager Dunford asked the Committee for their recommendation to adopt financial policies to guide Borough Council and staff in financial management and decision-making, based on commonly accepted principles and best practices of municipal finance. The policies include personnel expenses, capital expenses, other non-personnel expenses and special projects, and were included in the packet. It was moved by Mr. Hegberg, seconded by Mrs. Funk to move the adoption of the Comprehensive Financial Policies to the Council agenda.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart and Dr. Rupp. Motion carried.

Request for Water Bill Credit: Finance Director Miller noted Council has a resolution on conditions to approve sewer billing credits already in place, in which the water did not enter the system, and proof that the leak has been repaired. But in the case of a water credit, the water has already utilized the distribution system and the filter plant, so there is no justification to grant a water billing credit. Mr. Miller noted it would not be prudent for Council to initiate a water credit which could set a precedence for future requests. The meter department staff met with the customer and could find no leaks at the time, but noted it is likely there was a toilet leak that went undetected. The water meter was tested and found to be accurate. The customer has the option of referring the matter to the PUC. Mr. Miller has offered the customer an interest free payment arrangement up to 24 months for the \$740.00. There was discussion on extending the time period in the event the individual could not afford the payment in a 24 month time period.

It was moved by Mr. Hegberg, seconded by Mr. Chesney to deny the customer's request for a water billing credit, but to extend the payment plan for up to 48 months with no interest.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

PUC Water Rate Case - Engineering Support: Mr. Miller discussed the need for approval of an engineering services and PUC rate case development support contract at an estimated cost of \$144,000 with post-filing support services up to \$100,000 estimated cost; both contracts would be with Gannett-Fleming. This initiative is necessary in order to proceed with the rate case filing with the PUC, for increase of the water rates for services provided outside the Borough's corporate boundaries. Gannett Fleming was contracted as the Borough's chief engineering support firm for past PUC rate cases. Borough staff will work diligently throughout to mitigate third-party costs where applicable, based on expertise and staff availability, to best manage costs. The Borough will also need to appoint a legal advisor for the PUC rate case filing. In the past the Borough utilized Rhoads & Sinon for legal services with the rates cases, which has since dissolved. Management will evaluate several recommended firms and provide recommendation to Borough Council in February for appointment of legal representation relative to the PUC rate case filing. Gannett Fleming will present an overview at the February meeting.

After discussion, it was moved by Mr. Lockard, seconded by Mr. Hegberg to move the approval for the engineering services contract with Gannett Fleming for \$144,000 for PUC rate case development and the additional \$100,000 for engineering support after the case is filed, to the Council agenda for consideration.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart and Dr. Rupp. Mr. Roland voted in opposition to the motion. Motion carried.

Request to Fill Position: Manager Dunford stated that the position is in the Water Department Division of Distribution and Dams and the necessity was discussed with Distribution Supervisor Ault and Planning and Engineering Director Mains. This is a replacement position and was properly posted; she is asking permission to fill the vacant position. It was moved by Ms. Pranses, seconded by Mr. Lockard to approve the recommendation to fill the position of laborer in the Water Department Division of Distribution and Dams.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

Policy on COVID Leave: Manager Dunford noted that many employees do not have adequate sick leave in the event of a COVID-related illness. Solicitor Shultis provided a policy to include an extension into 2021 for mandated quarantines, etc. After discussion,

it was moved by Mr. Hegberg, seconded by Mr. Roland move the approval of a 2021 COVID leave policy in place until July 2021 to the Council agenda.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Mrs. Funk voted in opposition to the motion. Motion carried.

PLANNING AND ENGINEERING DEPARTMENT

Transient Retail Business: Mr. Mains provided a draft ordinance for review and asked for the recommendation to advertise the ordinance. The original ordinance dates back to 1937, and lacks some of the modern tools and strategies that other communities have developed and are using to manage such activities as public entertainment, peddling and soliciting. It was moved by Mrs. Funk, seconded by Mr. Reichart to move the recommendation to approve the advertisement of the ordinance to the Council agenda. Motion carried.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

Building Permit Fees: Mr. Mains analyzed the current building permit fees and supporting data from three other similar communities. He observed that the Borough's fees are very static, and significantly lower than every other community that he saw in addition to the three he analyzed in depth. The fees would be for cost recovery, and not intended to generate extra revenue. The new fees would be a change to the annual miscellaneous fee resolution. It was moved by Mrs. Funk, seconded by Mr. Roland to move the building permit fee changes on the fee resolution to the Council agenda for approval. Motion carried.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

Preliminary/Final Subdivision Plan, North Hanover Mall Lot 3 (formerly Sears) Carlisle Street: Mr. Mains noted this plan is for renovation of the former Sears store in the North Hanover Mall to a Rural King store, which has been recommended by the Planning Commission for approval. It was moved by Mr. Hegberg, seconded by Mr. Roland to move the conditional approval of the preliminary/final subdivision for the North Hanover Mall Lot 3, which is outlined on a resolution to the Council agenda.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

Contract with Hydro-Terra: Mr. Mains explained that this contract is for the former Blackrock Landfill for the monitoring and operation of the groundwater control system as mandated by the PA Department of Environmental Protection, at a cost of \$39,372.00 through 2022, which holds at 2018 cost levels for the next 2 years. Mr. Roland questioned why bids were not sought; Mr. Mains explained he did not want to disturb the mandated DEP reporting which has been well received. Mr. Reichart noted alternative options are being explored for this property. It was moved by Mr. Hegberg, seconded by Mr. Roland to move the approval of the Hydro Terra contract for the former Blackrock Landfill to the Council agenda for consideration.

On roll call, the following voted in favor of the approval: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

GOVERNANCE & POLICY COMMITTEE

Policy on Legal Affairs and Employment of Legal Counsel and Personnel Policy on Family Medical Leave: Manager Dunford explained the Governance & Policy Committee met on January 4, 2021 and recommended the policies as written. It was moved by Mr. Lockard, seconded by Mrs. Funk to move the approval of both policies to the Council agenda. Motion carried.

OLD BUSINESS

PNC Parking Lot: Mr. Chesney expressed concern about the loss of the parking lot at the PNC property on Carlisle Street and Railroad Street which is essential to the downtown businesses. He asked that PNC be contacted regarding a potential agreement to allow citizens to continue to utilize the parking area, until the building is sold. Mrs. Funk added that an agreement could potentially be drafted for the new owner as well. Dr. Rupp asked Mr. Mains if he would draft a letter to PNC regarding this matter. Mr. Hegberg noted the Public Works and Facilities Committee should review the overall parking plan of the downtown.

MANAGEMENT REPORTS

Manager Dunford noted the retirement of Meter Department Supervisor Tom Sheely who was employed for more than 40 years with the water department; and the recent

resignation of Falyn Morningstar, the planning and permit associate who handled the MS4 and stormwater permitting processes. Manager Dunford worked with Interim Library Director Moul regarding the role of the York County Library system and the pros and cons of branch status for the library, staffing duties, etc. as set forth by Council's desire for investigation of cost reduction at the library.

Public Comment:

Meredith Hopkins, 361 Clover Lane: Ms. Hopkins stated she is a part-time employee of the library, and outlined the valuable skills that many of the part time employees possess and the important contributions they make to the library to sustain it as a valuable resource to the community. She asked that Council reconsider their decision and not furlough the part time employees.

Chairman Rupp thanked Ms. Hopkins for her valuable comments this evening.

Executive Session

9:32 PM: It was moved by Mr. Roland, seconded by Mr. Lockard to temporarily adjourn the meeting to an executive session under Section 708a (1) and (5) of the Sunshine Law.

Solicitor Shultis noted the meeting will be back in regular session following the executive session.

On roll call, the following voted in favor of the motion to go into executive session: Mr. Chesney, Mrs. Funk, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp. Motion carried.

10:45 PM: The meeting reconvened.

It was moved by Mr. Hegberg, seconded by Mrs. Funk to authorize the solicitor to conduct a preliminary heir search related to the Guthrie Memorial Library, not to exceed 5 hours @100/hour (\$500).

Public Comment: none was presented.

On roll call, the following voted in favor of the motion: Mrs. Funk, Mr. Kress, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Mr. Roland, Mr. Reichart, Dr. Rupp; Mr. Chesney and Ms. Pranses voted in opposition to the motion. The motion passed with 8 voting in favor of and 2 voting in opposition to the motion. Motion carried.

It was moved by Mr. Lockard, seconded by Mr. Roland to recommend to Council to approve a resolution to increase the compensation of the Public Works Supervisor for up to 6 months to \$75,000.

Public Comment: none was presented.

On roll call, the following voted in favor of the motion: Mr. Chesney, Mrs. Funk, Mr. Kress, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland, and Dr. Rupp. Motion carried.

It was moved by Lockard, seconded by Mrs. Funk, to recommend to Council to authorize the creation and filling of the position of Human Resource Manager. Motion carried.

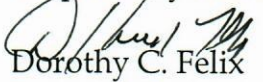
Public Comment: none was presented.

On roll call, the following voted in favor of the motion: Mr. Chesney, Mrs. Funk, Mr. Kress, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland, and Dr. Rupp. Motion carried.

Chairman Rupp thanked all for their attendance and concerns this evening.

10:50 PM: It was moved by Mr. Roland, seconded by Dr. Rupp to adjourn the meeting. Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary